

JLab Fleet Vehicle Operations FACTS

February 1, 2012

The Jefferson Lab vehicle policy is in Chapter 6 of the [JLab Property Manual](#). The following information is to make you aware of local procedures and practices to help plan and manage use of JLab fleet vehicles:

Vehicle Operations

Who can use JLab Fleet Vehicles? Drivers of JLab vehicles must be a JLab or Department of Energy payroll employee who is in possession of a current (not suspended) state driver's license. Drivers must be age 21 and over to drive off-site and age 18 and over to drive on-site. Authorizations for non-JSA/JLab personnel is kept at a minimum consistent with operational necessity; must be justified and approved in accordance with the JLab Property Manual. Vehicle insurance considerations must be resolved with the JLab Risk Manager, Joe Scarcello beforehand. A list identifying non-JSA/JLab personnel, basic information and justification must be sent to Kris Burrows, the JLab Vehicle Control Officer (VCO) before access is given to JLab vehicle keys.

What type of training is required for JLab Fleet Vehicle?

- GEN 400: Local Driving Conditions for JLab Fleet Vehicles: Required for all JLab government vehicle drivers.
- GEN 401kd: E-85 Refueling Procedures: Required for all JLab government work truck drivers.
- SAF 309: Ford Fusion Hybrid Operators Guide: Required for all hybrid electric vehicle drivers.

Who determines "Official Use" at JLab? Responsible managers, supervisors, and group leaders determine official business. The JLab VCO must concur in writing with any use of JLab fleet vehicles that deviates from daily laboratory operations. The JLab Vehicle Control Officer is kept abreast of current DOE and GSA guidance and past determinations based on precedence.

Are State driving records checks performed? Regular drivers of JLab vehicles or companies providing contract labor who are authorized to drive JLab vehicles are subject to having their Department of Motor Vehicles drivers' record checked.

How does JLab minimize disruption of JLab operations and lower risk of loss with the high price of fuel? The Citibank Wright Express (WEX) Fleet card and E-85 tank dispenser keys are issued to drivers for trips and local refueling at the Facilities Management & Logistics Administration office (FM&L Admin.), VARC #52. Driver's license checks are conducted if the driver is not recognized. FM&L customer service office is open 8 a.m. to 5 p.m. Mon-Fri, and may be closed for a lunch period. Dreamie Newsome (269-7400) will add regular customers to an email list to be informed in advance of anticipated disruptions of service.

WEX Fleet Card: All JLab WEX Fleet Cards are controlled and issued from FM&L Admin. Guidance on Card dispensing codes will be provided by FM&L Admin. Each JLab vehicle (including rentals) now have one unique WEX Fleet Card per vehicle. GSA guidance dictates the mixing of cards is punishable by strict sanctions to include debarment from the inter-agency fleet system. The card is used for gas, regular and low sulfur diesel fuel, as well as maintenance. Maintenance is performed through FM&L. If the card is lost, damaged, or stolen it takes 2-4 days to replace. Immediately return cards and keys to FM&L Admin after use and immediately report those lost, damaged or malfunctioning to FM&L Admin 269-7400.

E-85 Tank: All flex fueled work trucks at JLab primarily use E-85 from the JLab tank in the Central Material Storage Area (CMSA) and a WEX Fleet Card is not needed. These vehicles are identified with decal markings on the dash and near the gas tank. Following manufacturer recommendations JLab flex fueled vehicles will not mix E-85 with regular gasoline.

How are vehicle keys controlled? Two sets of keys are provided by GSA for each vehicle. The primary is maintained by the vehicle custodian, the back-up by Manny Nevarez. The vehicle custodian is responsible for controlling the key or overseeing work center key control devices, or procedures. Managers of vehicle custodians are responsible to ensure keys are accessible only to persons authorized to conduct official JLab business. Manny Nevarez can be reached at phone: 876-1745 to assist with key issues. Making additional keys to JLab vehicles is prohibited.

How do I get a temporary vehicle or rental for work at JLab? Temporary vehicles must be approved by the DOE contracting officer and DOE fleet management official at the DOE Oak Ridge Office in coordination with the JLab VCO. Specific justifications and funding sources must be identified. All requests for vehicles for the 12GeV/Hall D project must be cleared through Dianne Napier, the 12 GeV integration engineer, 269-7475.

How are vehicles inspected, maintained, cleaned & repaired? FM&L inspects all JLab fleet vehicles on a monthly basis checking safety items, noting unusual wear & tear, recording mileage, and signs of misuse & abuse. Drivers and work groups report mechanical and servicing problems to receive prompt service through the FM&L Work Order System. Manny Nevarez, 876-1745 or Joe Thomas, 528-7158 will coordinate maintenance, servicing, hot swaps with drivers and JLab work centers.

How driver's are insured while driving JLab Fleet Vehicles? JLab employees are covered by JLab's vehicle liability insurance. Contract laborers are required to be covered by their company's vehicle liability insurance. Arrangements must be made with the JLab risk manager for those not covered. Cost of repairs will be the responsibility of the work group who caused the damage and will be responsible for paying any deductibles. Drivers who are determined to have exercised gross negligence will be personally responsible for the cost of repairs.

How are repeat offenders and problem driver's held accountable: Drivers who misuse and/or abuse JLab vehicles for any reason will not drive JLab vehicles. Drivers are subject to immediate suspension of driving privileges, corrective action, and may include criminal penalties. Subcontractor's work or driving authorization may be withdrawn.

What is Misuse & Abuse? Examples of misuse are using the vehicle for private business, personal errands, or recreation. Others include putting the wrong fuel in a vehicle, overloading a vehicle with too many passengers or equipment, operating it in terrain and conditions it is not designed for, using JLab vehicles to carry visitors to off-site dining, using a cell phone while driving (without a hands-free device) or texting while driving, repeatedly taking keys and WEX Fleet Cards home, or not returning them promptly.

“Abuse” is where a responsible driver does/or does not do something to a vehicle that results in it being taken out of operation; requiring added resources to restore the vehicle to safe routine use. Some examples include: damaging a truck bed or lift gate with too heavy a load, damaging a vehicle in rough terrain, fouling or damaging a vehicle in a way maintenance cannot be performed, or where others will not operate it (spilling solvents, smoking in the cab, or not reporting obvious damage to the vehicle.)

Vehicle abusers and their supervisors will be warned of misuse/abuse as soon as it is detected and if the driver can be identified, will be issued a JLab Policy Violation. Repeat offenders will be barred from using any JLab vehicles for a period specified in a written notice to the individual and his supervisor.

Work centers that have inadequate key control procedures to determine who had the vehicle when it was damaged or fouled are at risk of having the vehicle reassigned. Managers may appeal the suspension and vehicle reassignment to the Director, Facility Management & Logistics.

Charge-backs: Costs of repairs, de-fouling, in-depth cleaning, and custom work specified by a work group, or special commercial services required to restore a vehicle to safe operation will be the responsibility of the work group, contractor, or person who caused the added expense.

Defensive driving training: According to The Hartford nearly 95 percent of all collisions are caused by driver error. GSA offers the [National Safety Council's Online Defensive Driving Course](#) in a four hour course designed to provide convenient training on a personal computer. Drivers analyze real driving, spot driving hazards, and identify the correct defenses. Upon completion, students receive a Water Marked certificate from the National Safety Council, which, in many states may be used to lower insurance rates. The GSA's link to the training is at: <https://drivethru.fas.gsa.gov/drivethru/fdt9001>

Plug in JLab Use ID: #03040089374G401. And select Department of Energy. This course is convenient and has memory recall where students can pick up where they left off. The course is available to all drivers.

Completion of this course is mandatory for JLab fleet drivers involved in a collision. A copy of the completion certificate must be provided to the JLab VCO before JLab fleet driving privileges are restored.

JLab's complete vehicle policy is in Part 6, Vehicles & Motor Equipment in the JLab Property Management Policy and Procedures Manual in pdf format online at:
http://www.jlab.org/fm/property/property_manual.pdf